

**Executive Director
Waltham Retirement System**

Job responsibilities: The purpose of this position is the overall management of the Retirement System's day-to-day operations and administration of the Waltham Retirement Board's policies. Responsibilities include the oversight of the financial operations and reporting; recruitment, training and management of the staff, consultants, and other professional service providers; ongoing outreach to the governing bodies of the member units, retirees, and employee groups; coordination of reports, warrants and materials for the monthly meeting of the Waltham Retirement Board. The Executive Director is responsible to ensure the Waltham Retirement Board complies with applicable statutes, regulations, and policies. The Executive Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Full job description available through the Retirement Office.

Qualifications: Bachelor's degree in accounting and five years of experience in the accounting field, including at least one year of supervisory experience; municipal experience preferred. Must pass a Criminal Offenders Record Information (CORI), pre-employment physical with drug and alcohol test and Background Check. Executive Director must be commissioned as a Notary Public within six months of hire.

Annual Rate of pay: \$91,673 – \$111,219

Deadline to apply: Friday January 29, 2021

**Excellent health insurance benefits – Employee pays 11% HMO or 12.5% for PPO
Generous time off benefits also available.**

Hours: 8:30am–4:30pm

Qualified candidates should submit an application, resume & cover letter to:

Waltham Retirement Board
25 Lexington Street.
Waltham, MA. 02452
781-314-3230
Fax 781-314-3236
kdoucet@city.waltham.ma